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EYES ONLY

10 August 1972

MEMORANDUM FOR: Chief, Special Security Center
Chief, Executive and Planning Division

SUBJECT : Missions and Functions of the Executive Staff

In accordance with our discussion of 9 August 1972, I would appreciate it if you would conduct a discreet but comprehensive management review of the mission, functions, and overall responsibilities of your respective units in the Executive Staff. In effect, this should be an in-house survey, identifying priorities, and showing the effect on the Office of Security and/or our customers, should the marginal requirements be eliminated. Although the study might prove to be useful should there be additional personnel cutbacks, the primary emphasis is on priorities, duplication, overlap, and efficiency. In conjunction with this review, we might also consider:

- A. Reorganization (current organization and proposed changes).
- B. Realignment of personnel.
- C. Increased emphasis on key security functions.
- D. Elimination of marginal security responsibilities.
- E. Consolidation of Security components.
- F. The possible use of contract personnel versus staff employees.
- G. The external coordination which would be required before a function could be dropped.

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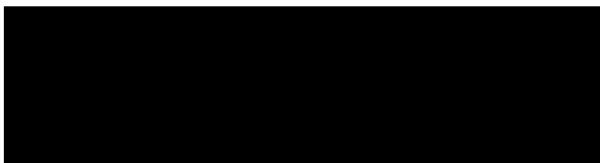
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| CLASSIFIED BY <u>0701-16</u> |
| EXEMPT FROM GENERAL DECLASSIFICATION |
| SCHEDULE OF E. O. 11652, EXEMPTION CATEGORY: |
| § 5B(1), (2) (3) or (4) (circle one or more) |
| AUTOMATICALLY DECLASSIFIED ON |
| <i>Approval of DCI</i> |

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As has been mentioned, there will be an inquiry by the Office of the Inspector General, in the near future, and our internal review is intended to establish the validity of our policies and procedures before the questions are generated from without.

There may be further guidance on this topic, but we should start pulling the material together for a full report by 29 August 1972. I would prefer that this review not be discussed with subordinates.



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Acting Chief, Executive Staff

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OFFICIAL ROUTING SLIP

| TO | NAME AND ADDRESS | DATE | INITIALS |
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| ACTION | DIRECT REPLY | PREPARE REPLY |
| APPROVAL | DISPATCH | RECOMMENDATION |
| COMMENT | FILE | RETURN |
| CONCURRENCE | INFORMATION | SIGNATURE |

Remarks:

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| FROM: NAME, ADDRESS AND PHONE NO. | DATE |
| [Redacted] Acting Chief, Exec Staff | 8/10/72 |